

VACANCY NOTICE  
RHODE ISLAND JUDICIARY

Title of Position:	<u>Deputy Clerk</u>	Classification Code:	<u>00419000</u>
Salary Range:	<u>Gr. 4420A \$34,436 - \$39,201</u>	Reference Position Number:	<u>2725-10000-#388</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>May 3 - 12, 2006</u>
Division/Section/Unit:	<u>Superior Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of 4 County locations</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional &amp; Technical Employees Union - Local 808</u>		

**INSTRUCTIONS**

**STATE EMPLOYEE:** Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

**MOST IMPORTANT- please include the following information:**

- |  |                                  |
|--|----------------------------------|
| ◆ The title of the position for which you are applying   | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed    | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation ***  |
- \*\*\*In certain agencies, bargaining union applicants will receive preferential consideration according to contract

**NON STATE EMPLOYEE:** Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

**MEDICAL INFORMATION:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

**DUTIES /RESPONSIBILITIES:**

To perform all the duties of an Assistant Clerk (Superior Court) and certain of those duties prescribed by the Clerk of the Court for the regulation of practice, procedure, and conduct of civil and criminal actions before the court under the administrative direction of the county clerk for any of the counties as assigned; and to do related work as required.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

Graduation from a college of recognized standing with a Bachelor's Degree in business administration, political science or other discipline which would allow entrance into law school. Experience such as may have been gained as an Assistant Clerk in Superior Court or other state court or in the practice of law; or any combination of education and experience that is substantially equivalent to the above education and experience.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

**Joseph V. Conley**  
**Deputy Superior Court Administrator/Clerk**  
**250 Benefit Street**  
**Providence, RI 02903**  
**FAX: 401-222-8749**

**TDD#: 401-222-3269**

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

**AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS**

**Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)